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15

26 March 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report

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1. The Language School hosted the Interagency Language Roundtable at the [] on the morning of 19 March. Present were representatives of FSI, DLI, USIA, NSA, FBI, Center for Applied Linguistics and Bureau of Indian Affairs. We began the meeting with a brief tour of the LS quarters. All of the participants seemed suitably impressed and somewhat surprised at the size and extent of our operation. The tour was followed by a presentation on testing by

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[], who described briefly some of the directions we are taking in improving our proficiency testing. I presented to the group a proposal received from the Area Roundtable that the two Roundtables meet this spring to discuss the matter of further integrating area and language instruction. It was agreed that a joint meeting be held in April to be hosted by FSI.

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2. The LS professional staff spent Friday and Saturday, 19 and 20 March, [] discussing CY 71 objectives and tasks. We were able to cover only half of our agenda and will complete the rest during the next two weeks. There was an exceptionally useful exchange of views on all the topics raised, and we were able to refine certain proposed tasks and eliminate those which were of low priority or unneeded at this time. When the exercise is completed, we will provide copies of the results to DTR and DDTR and anyone else interested. My main objective in holding the exercise at this time was to have the results in time for the DDS briefing in May.

3. We received this week a memorandum from FE Division summarizing COS Vientiane's views on the importance of his personnel being adequately trained in the key languages of the area so that they can perform their jobs. We plan to meet with FE Division personnel next week to discuss their training requirements so that we can plan for new instructors, funds, ceiling changes (if required), and timing for beginning training.

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4. On Wednesday of this week, Mr. [] and I interviewed [] a potential instructor for the School. Mr. [] has been in the United States for six years as a student and as a language teacher in the Washington area. Comparatively speaking, his English was excellent. This is often an indication of both intelligence and linguistic ability in addition to being a requirement for communicating in the early stages of the course. If we pick him up we may have to hold him outside for several months working on a tape-making project until such time as his inside clearance is completed. []

5. This week [] will begin a language proficiency testing workshop for all LS personnel regularly involved in administering proficiency tests. The objective of the Workshop is to review and discuss the techniques of oral/aural testing and the criteria of evaluation. The Workshop will help the LS to continue moving in the direction of complete standardization in language proficiency testing. It will also provide an opportunity for testers to share their experiences with testers in other languages.

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7. A Vietnamese student, who completed eight months of language training last September and went to Saigon, dropped in to visit us while on home leave. He reported that his first few days in Saigon were a nightmare, but suddenly he was able to communicate again. He is involved in an operation where he must use Vietnamese and, in February, was certified as no longer requiring an interpreter. He commented that he felt his training here provided him with a firm base on which to build.

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8. After almost two years of studying the potential role of cassette tape recorders in language teaching, we have concluded that we will definitely continue our cassette loan-out program. We have declared the experiment a complete success. As a result, we will now begin the gradual purchase of enough cassettes to build a cassette library almost equal in scope to the collection of tapes that we use in the stationary labs. When complete, our students - as well as other Agency personnel - will be able to hear at home virtually any tape that they can now use in the lab.

9. Language School Statistics:

Students and Classes as of the week of 15 - 19 March 1971:

<u>Students</u>	<u>Classes</u>
Full-time - 108	Full-time - 39
Part-time - <u>174</u> (71 BAHLT) (51 Hqs.)	Part-time - <u>57</u> (8 BAHLT) (14 Hqs.)
TOTAL....282	TOTAL....96

Laboratory hours for the week of 15 - 19 March 1971:

Language School - 234
Headquarters - 62

There were 18 proficiency tests given during the week of 15 - 19 March 1971.



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Acting Chief, Language School

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